

Message

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**From:** Drake, Kerry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EC05BCFC8D504CF4AF9FE5939CFF78CE-KDRAKE]  
**Sent:** 1/21/2021 4:17:43 PM  
**To:** Glenn, William [Glenn.William@epa.gov]; Angelich, Michelle [Angelich.Michelle@epa.gov]; Taylor, Elizabeth [Taylor.Elizabeth@epa.gov]; Dembowski, Keira [Dembowski.Keira@epa.gov]; Huey, Marilyn [Huey.Marilyn@epa.gov]  
**CC:** Allen, Amy [Allen.Amy@epa.gov]; Mann, Michael [Mann.Michael@epa.gov]  
**Subject:** RE: All Hands Meeting

COB Monday sounds good.

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**From:** Glenn, William <Glenn.William@epa.gov>  
**Sent:** Wednesday, January 20, 2021 4:38 PM  
**To:** Angelich, Michelle <Angelich.Michelle@epa.gov>; Drake, Kerry <Drake.Kerry@epa.gov>; Taylor, Elizabeth <Taylor.Elizabeth@epa.gov>; Dembowski, Keira <Dembowski.Keira@epa.gov>; Huey, Marilyn <Huey.Marilyn@epa.gov>  
**Cc:** Allen, Amy <Allen.Amy@epa.gov>; Mann, Michael <Mann.Michael@epa.gov>  
**Subject:** RE: All Hands Meeting

Yes! Sorry, I meant to address that and then forgot. COB Monday?

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Bill Glenn  
Deputy Director  
Office of Public Affairs  
U.S. EPA, Pacific Southwest  
[glenn.william@epa.gov](mailto:glenn.william@epa.gov) / (415) 947-4254

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**From:** Angelich, Michelle <Angelich.Michelle@epa.gov>  
**Sent:** Wednesday, January 20, 2021 4:33 PM  
**To:** Glenn, William <Glenn.William@epa.gov>; Drake, Kerry <Drake.Kerry@epa.gov>; Taylor, Elizabeth <Taylor.Elizabeth@epa.gov>; Dembowski, Keira <Dembowski.Keira@epa.gov>; Huey, Marilyn <Huey.Marilyn@epa.gov>  
**Cc:** Allen, Amy <Allen.Amy@epa.gov>; Mann, Michael <Mann.Michael@epa.gov>  
**Subject:** RE: All Hands Meeting

Sounds good. Do you want to include a cut off for the Q's so we have a chance to see what comes in and prepare appropriately?

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**From:** Glenn, William <Glenn.William@epa.gov>  
**Sent:** Wednesday, January 20, 2021 4:30 PM  
**To:** Drake, Kerry <Drake.Kerry@epa.gov>; Taylor, Elizabeth <Taylor.Elizabeth@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>; Dembowski, Keira <Dembowski.Keira@epa.gov>; Huey, Marilyn <Huey.Marilyn@epa.gov>  
**Cc:** Allen, Amy <Allen.Amy@epa.gov>; Mann, Michael <Mann.Michael@epa.gov>  
**Subject:** RE: All Hands Meeting

I'd agree on keeping it general. How about:

Please join Acting Regional Administrator Deborah Jordan for an update on the transition and related developments affecting the Region. If you would like to submit a question, please send it via email to [r9communications@epa.gov](mailto:r9communications@epa.gov).

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Bill Glenn  
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**From:** Drake, Kerry <[Drake.Kerry@epa.gov](mailto:Drake.Kerry@epa.gov)>  
**Sent:** Wednesday, January 20, 2021 4:23 PM  
**To:** Glenn, William <[Glenn.William@epa.gov](mailto:Glenn.William@epa.gov)>; Taylor, Elizabeth <[Taylor.Elizabeth@epa.gov](mailto:Taylor.Elizabeth@epa.gov)>; Angelich, Michelle <[Angelich.Michelle@epa.gov](mailto:Angelich.Michelle@epa.gov)>; Dembowski, Keira <[Dembowski.Keira@epa.gov](mailto:Dembowski.Keira@epa.gov)>; Huey, Marilyn <[Huey.Marilyn@epa.gov](mailto:Huey.Marilyn@epa.gov)>  
**Cc:** Allen, Amy <[Allen.Amy@epa.gov](mailto:Allen.Amy@epa.gov)>; Mann, Michael <[Mann.Michael@epa.gov](mailto:Mann.Michael@epa.gov)>  
**Subject:** RE: All Hands Meeting

Sounds good. I suppose the description could be to provide any information we have regarding the new administration. I imagine we would need to be able to answer whether the new administration is going to change the reopening phases, but I have no idea whether we would know that by then, so we should keep the description more general?

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**From:** Glenn, William <[Glenn.William@epa.gov](mailto:Glenn.William@epa.gov)>  
**Sent:** Wednesday, January 20, 2021 4:18 PM  
**To:** Drake, Kerry <[Drake.Kerry@epa.gov](mailto:Drake.Kerry@epa.gov)>; Taylor, Elizabeth <[Taylor.Elizabeth@epa.gov](mailto:Taylor.Elizabeth@epa.gov)>; Angelich, Michelle <[Angelich.Michelle@epa.gov](mailto:Angelich.Michelle@epa.gov)>; Dembowski, Keira <[Dembowski.Keira@epa.gov](mailto:Dembowski.Keira@epa.gov)>; Huey, Marilyn <[Huey.Marilyn@epa.gov](mailto:Huey.Marilyn@epa.gov)>  
**Cc:** Allen, Amy <[Allen.Amy@epa.gov](mailto:Allen.Amy@epa.gov)>; Mann, Michael <[Mann.Michael@epa.gov](mailto:Mann.Michael@epa.gov)>  
**Subject:** RE: All Hands Meeting

I'd suggest an all-hands message tomorrow, once we have a Teams Live event set up. I could just make it a meeting invitation from R9Communications, as we did with our most recent all-hands gatherings. Do we have a brief description in mind? (eg, 'Please join Acting Regional Administrator Deborah Jordan...')

As part of that brief invitation message we can invite folks to send questions to [r9communications@epa.gov](mailto:r9communications@epa.gov), and I can compile them for you ahead of the event.

Let me know what you all think! The alternative if you want a longer message would be a save-the-date email inviting questions, etc., followed by a Teams Live meeting invite. But I think it might be more efficient for everyone's calendars if we did it all in one meeting invitation.

Bill

P.S. I see President Biden has already rescinded the executive order banning diversity training...

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Bill Glenn

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Office of Public Affairs  
U.S. EPA, Pacific Southwest  
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**From:** Drake, Kerry <[Drake.Kerry@epa.gov](mailto:Drake.Kerry@epa.gov)>  
**Sent:** Wednesday, January 20, 2021 3:23 PM  
**To:** Taylor, Elizabeth <[Taylor.Elizabeth@epa.gov](mailto:Taylor.Elizabeth@epa.gov)>; Angelich, Michelle <[Angelich.Michelle@epa.gov](mailto:Angelich.Michelle@epa.gov)>; Dembowski, Keira <[Dembowski.Keira@epa.gov](mailto:Dembowski.Keira@epa.gov)>; Glenn, William <[Glenn.William@epa.gov](mailto:Glenn.William@epa.gov)>; Huey, Marilyn <[Huey.Marilyn@epa.gov](mailto:Huey.Marilyn@epa.gov)>  
**Cc:** Allen, Amy <[Allen.Amy@epa.gov](mailto:Allen.Amy@epa.gov)>; Mann, Michael <[Mann.Michael@epa.gov](mailto:Mann.Michael@epa.gov)>  
**Subject:** RE: All Hands Meeting

Hi Elizabeth,

I just confirmed with Deborah that we should schedule an All Hands Meeting from 2 – 3 next Wednesday.

Bill, we should get a save the date all hands message out when we get the Teams Live link (or before?). We will request questions in advance. Who/where should those questions be emailed to?

Thanks,  
Kerry J. Drake  
Director, Mission Support Division  
U.S. EPA, Region 9  
75 Hawthorne, MSD-1  
San Francisco, CA 94105  
Office: (415) 947-4157  
Cell: (415) 328-1872

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**From:** Taylor, Elizabeth <[Taylor.Elizabeth@epa.gov](mailto:Taylor.Elizabeth@epa.gov)>  
**Sent:** Wednesday, January 20, 2021 2:24 PM  
**To:** Angelich, Michelle <[Angelich.Michelle@epa.gov](mailto:Angelich.Michelle@epa.gov)>; Drake, Kerry <[Drake.Kerry@epa.gov](mailto:Drake.Kerry@epa.gov)>  
**Cc:** Allen, Amy <[Allen.Amy@epa.gov](mailto:Allen.Amy@epa.gov)>  
**Subject:** RE: All Hands Meeting

Hi Kerry and Michelle – What time was decided for the All-Hands Meeting next Wednesday the 27th? I'll need to ensure a captioner is available and loop Marilyn Huey in to coordinate.

Thank you,  
Elizabeth

Elizabeth Taylor  
Assistant Human Resources Officer  
U.S. Environmental Protection Agency, Region 9  
Mission Support Division  
Human Resources Branch  
75 Hawthorne Street, MSD-2  
San Francisco, CA 94105  
Office: (415) 972-3753  
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**From:** Allen, Amy <[Allen.Amy@epa.gov](mailto:Allen.Amy@epa.gov)>  
**Sent:** Tuesday, January 19, 2021 3:26 PM  
**To:** Taylor, Elizabeth <[Taylor.Elizabeth@epa.gov](mailto:Taylor.Elizabeth@epa.gov)>  
**Subject:** FW: All Hands Meeting

FYI

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**From:** Angelich, Michelle <[Angelich.Michelle@epa.gov](mailto:Angelich.Michelle@epa.gov)>  
**Sent:** Tuesday, January 19, 2021 3:16 PM  
**To:** Drake, Kerry <[Drake.Kerry@epa.gov](mailto:Drake.Kerry@epa.gov)>  
**Cc:** Allen, Amy <[Allen.Amy@epa.gov](mailto:Allen.Amy@epa.gov)>; Mann, Michael <[Mann.Michael@epa.gov](mailto:Mann.Michael@epa.gov)>  
**Subject:** RE: All Hands Meeting

Hi Kerry – Just a reminder that if we are ordering CART services, we will need to let Elizabeth know as soon as possible.

Michelle

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**From:** Drake, Kerry <[Drake.Kerry@epa.gov](mailto:Drake.Kerry@epa.gov)>  
**Sent:** Tuesday, January 19, 2021 2:52 PM  
**To:** Jordan, Deborah <[Jordan.Deborah@epa.gov](mailto:Jordan.Deborah@epa.gov)>  
**Cc:** Ebbert, Laura <[Ebbert.Laura@epa.gov](mailto:Ebbert.Laura@epa.gov)>; Angelich, Michelle <[Angelich.Michelle@epa.gov](mailto:Angelich.Michelle@epa.gov)>  
**Subject:** All Hands Meeting

Hi Deborah,

Looking at your calendar and giving us a bit of time to get organized, how would next Wednesday from 2 to 3 work for an All Hands meeting? There are also a couple of potential times on Tuesday (11:30 and 2:30). Please advise.

We would need to use Teams Live given the anticipated size of the audience. We could consider having questions submitted in advance.

Thanks,  
Kerry J. Drake  
Director, Mission Support Division  
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